



National Child Care Information Center

A service of the Child Care Bureau

NCCIC

Center Child Care Licensing Requirements (April 2005):

Minimum Early Childhood Education (ECE) Preservice Qualifications, Administrative, and Annual Ongoing Training Hours for Directors

States	Minimum ECE Preservice Qualifications	Administrative Training		Ongoing Clock Hours
		Preservice	Ongoing	
Alabama	124 clock hours of training and 1 year experience	20 clock hours of training in administration and management	None	24
Alaska*	CDA credential	None	None	45/2 yrs.
Arizona	60 clock hours of training in ECE or child development and 2 years experience	None	None	12
Arkansas	None	None	U	10
California	12 semester units in early childhood and 4 years experience	3 semester units in administration or staff relations	None	0
Colorado*	18 semester hours in ECE and 2 years experience	3 semester hours in Administration of ECE Programs and 3 semester hours in Administration: Human Relations for Early Childhood Professions	3 semester-hour course every 5 years in a subject related to the operation of a child care center	9
Connecticut	CDA credential and 1,080 hours experience	None	None	1% of hours worked/year
Delaware	CDA credential and 2 years experience	None	None	15
District of Columbia	2 years college training that includes coursework in ECE or related field and 5 years experience	None	None	0
Florida*	State Director's credential	None	4.5 CEUs or a 3 credit course in child care management every 5 years	10
Georgia	None	None	None	10
Hawaii	CDA credential and 4 years experience	None	None	0
Idaho	None	None	None	4

KEY:

U = Unspecified number of hours required

CDA credential = Child Development Associate credential awarded by the Council for Professional Recognition

CCP = Certified Child Care Professional credential awarded by the National Child Care Association

NAC = National Administrators' Credential awarded by the National Child Care Association

CEU = Continuing Education Unit

Compiled by Sarah LeMoine from licensing regulations posted on the National Resource Center for Health and Safety in Child Care's Web site: <http://nrc.uchsc.edu>, April 29, 2005.

Original methodology developed by Gwen Morgan, adapted by Sarah LeMoine.

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		Preservice	Ongoing	
Illinois	CDA or CCP credential, 12 semester hours in ECE, and 2 years experience	None	None	15
Indiana	Associate's degree in ECE and 3 years experience	None	Unspecified clock hours of training in Administrative Issues as part of required ongoing hours	12
Iowa*	75 clock hours of child development-related training and more than 1 year experience	None	None	8
Kansas*	CDA credential and 1 year experience	None	None	5
Kentucky	None	None	None	12
Louisiana*	Completion of a vocational child care program and 1 year experience	None	None	3
Maine*	135 clock hours of training and 5 years experience	None	None	30
Maryland*	90 clock hours in early childhood development	None	None	6
Massachusetts*	CDA credential, 3 credits in child development, 2 credits in approved ECE topics, and 33 months experience	2 credits or 3 CEUs in child care administration	None	20
Michigan	CDA credential and 12 semester hours in child development, child psychology, or ECE	None	None	0
Minnesota*	90 clock hours in any combination of child development, human relations, and staff supervision and 1,040 hours supervisory experience	Unspecified number of clock hours in human relations and staff supervision	None	2% of hours worked/year
Mississippi*	CDA or Mississippi Child Care Director's credential and 2 years experience	None	None	15
Missouri*	CDA credential, 6 semester hours in child-related courses, and 1 year experience	None	None	12
Montana*	None	None	None	0
Nebraska*	None	None	None	0

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States	Minimum ECE Preservice Qualifications	Administrative Training		Ongoing Clock Hours
		Preservice	Ongoing	
Nevada	CDA credential	None	None	15
New Hampshire	CDA credential and 4,000 hours experience	None	None	6
New Jersey	None	None	None	12
New Mexico	1-year vocational certificate and 2 years experience	None	None	24
New York*	CDA credential, 2 years full-time teaching experience, and 2 years experience supervising staff	None	U	30/2 yrs.
North Carolina*	None	None	Enrollment in NC Early Childhood Administrative Credential course within 6 months; credential completion within 2 years	20
North Dakota	CDA credential and 1 year experience	None	None	13
Ohio*	CDA credential and 2 years experience	None	None	0
Oklahoma*	Oklahoma Director's Credential, Bronze Level	40 hours of training as part of the Director's Credential	U	20
Oregon	None	None	None	15
Pennsylvania	Associate's degree with 30 credits in ECE, child development, special education, elementary education, or the human services field and 4 years experience	None	None	6
Rhode Island	CDA credential, 4 college courses in ECE and/or child development, and 3 years experience	None	None	20
South Carolina*	None	None	5 clock hours of administrative training as part of required ongoing hours	20

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		Preservice	Ongoing	
South Dakota*	None	None	None	20
Tennessee*	Tennessee Early Childhood Training Alliance certificate (requires 30 clock hours of training)	4 clock hours of approved training that includes interviewing and evaluating caregivers for service in an agency and in working effectively with parents	At least 6 clock hours of administration, management, or supervisory training as part of required ongoing hours	18
Texas*	CDA credential and 2 years experience	6 credits in business management	6 clock hours of training in management techniques, leadership, or staff supervision as part of required ongoing hours	20
Utah	CDA, CCP, or NAC credential	None	None	20
Vermont*	CDA credential and 2 years experience	None	None	12
Virginia	None	None	None	0
Washington*	CDA credential and 2 years experience	None	3 clock hours in program management and administration as part of required ongoing hours	10
West Virginia*	None	None	None	15
Wisconsin*	2 non-credit, department-approved courses in ECE and 80 days experience	None	None	25
Wyoming	100 approved clock hours of training and 1 year experience	None	None	30/2 yrs.
Total Number of States with Requirements	38	8	11	43
		15 (with any administrative training requirements)		

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Notes:

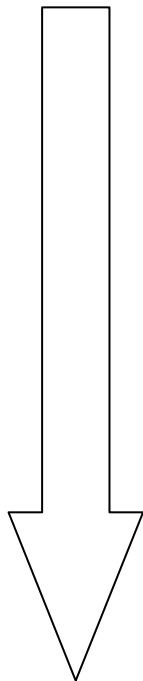
States includes the District of Columbia for a total of 51 entities.

For the purposes of this document, a **licensed** program is required to have permission from the State to operate and must meet specified child care center standards. Several States have county or city licensing regulations which may supercede State requirements; this table does not include such regulations.

***Administrative training:** The States reported in this table *require* training in administration for center directors. Additional States specify that directors *can* have administrative training or experience. Preservice administrative training reported is in addition to a State's listed ECE preservice requirements unless otherwise noted.

Many States have multiple alternatives to qualify for roles. This table reports the alternative that requires the least amount of ECE training. If a State has requirements for experience, high school completion, age, or training not specified in ECE (such as first aid/CPR) that can substitute for ECE training, it is reported as "None." Below is the "hierarchy of qualifications," which shows the order in which qualification alternatives are placed to determine the **minimum amount of ECE preservice** training.

LOWEST



Secondary School Education – i.e., high school vocational programs

Clock Hours of Training in Early Childhood Education or Related Field – 1 clock hour = 60 minutes

Early Childhood Credential – includes credentials that do not require courses be taken for college credit, such as the Child Development Associate (CDA) credential, the Certified Child Care Professional (CCP) Credential, or the National Administrator's Credential

Semester or Credit Hours in Early Childhood Education or Related Field

Semester or Credit Hours in Early Childhood Education or Related Field and Additional College Education

Predegree Certificate Program – requires colleg- level coursework and is awarded college credit

Associate's Degree in Early Childhood Education or Related Field

Bachelor's Degree in Early Childhood Education or Related Field

Early Childhood Teacher Certification – requires a Bachelor's degree

Master's Degree in Early Childhood Education or Related Field

Doctorate in Early Childhood Education or Related Field

HIGHEST

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***Alaska:** Administrators with a Bachelor's degree in child development or equivalent are required to participate in 45 clock hours of training in child development, every three years.

***Colorado:** Requirements reported in table are for directors of large centers (16 or more children). Regulations also specify less stringent requirements for directors of small centers (5–15 children).

***Florida:** To receive the foundational level of the State Director's credential the following must be completed: the Department of Children and Families 30-hour introductory training, eight clock hours in-service training in serving children with special needs, CDA credential, one three-credit hour course in child care management, and one year of experience.

***Iowa:** Directors must have a total of 100 points obtained through a combination of education, experience, and child development-related training, as outlined in the following chart, with no more than 75 points from one category, and at least 20 points from the Experience category:

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full-time (20 hours or more per week) in a child care center or preschool setting	20	One point per contact hour of training
Associate's degree in child development or Bachelor's degree in a child-related field	50	Part-time (less than 20 hours per week) in a child care center or preschool setting	10	
Child development associate (CDA credential) or one-year diploma in child development from a community college or technical school	40	Full-time (20 hours or more per week) child development-related experience	10	
Bachelor's degree in a non-child-related field	40	Part-time (less than 20 hours per week) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least two years of a four-year degree	20	Registered family day care home, group day care home, or group day care home-joint registration provider	10	
		Nonregistered family home provider	5	

Preservice administrative training or experience is required as follows: one course in business administration; 12 clock hours in administrative training related to personnel, supervision, record keeping, or budgeting; or one year of administrative-related experience.

Ten clock hours of ongoing training in early childhood education is required in the first year of employment; eight clock hours of training is required each year thereafter.

***Kansas:** Requirements reported in table are for directors of centers serving 24–99 children. Regulations also specify requirements for directors of smaller centers (less than 13 children; 13–24 children), and for directors of centers serving more than 100 children.

***Louisiana:** Forty-five of the 90 clock hours of preservice training *may* be in management/administration. Louisiana regulates two types of centers: Class A and Class B. Class B center information is reported in the table; Class A center regulations require higher qualifications and more ongoing training.

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***Maine:** Requirements reported in table are for directors of centers for 21–49 children. Regulations also specify requirements for directors of smaller centers (3–12 children; 13–20 children) and larger centers (50 or more children).

***Maryland:** Requirements reported in table are general requirements for all center directors. There are additional requirements for directors of preschool programs, school-age programs, and combination preschool and school-age programs.

***Massachusetts:** Directors of large centers (more than 79 children) must meet higher qualifications than those listed for directors of small centers (13–24 children; 25–39 children; or 40–79 children).

***Minnesota:** If a director also functions as a teacher or develops the program plan, the director must meet teacher requirements, i.e., a minimum of a CDA credential with 1,560 hours of experience.

***Mississippi:** Directors must take three clock hours of director orientation training, six clock hours of training on the Regulations Governing Licensure of Child Care Facilities, and three clock hours training in playground safety prior to the issuance of a regular license. Every two years thereafter, as part of the required 15 clock hours of ongoing training, directors must complete six clock hours of training on licensing and three clock hours of training in playground safety.

***Missouri:** Requirements reported in table are for directors of centers for 21–60 children. Regulations also specify requirements for directors of small centers (up to 20 children) and larger centers (61–99 children; more than 100 children).

***Montana:** If the director also acts as a caregiver, the director must receive eight clock hours of training annually.

***Nebraska:** Requirements reported in table are for directors of centers serving more than 22 children. Regulations also specify requirements for directors of small centers serving less than 22 children. If a director also acts as a teacher, (s)he is required to complete 12 clock hours of training annually.

***New York:** Directors without a Bachelor's degree must have a plan of study leading to that degree. Fifteen clock hours of ongoing training must be completed within six months after hire, counting toward a total of 30 clock hours required every two years thereafter. Business record maintenance and management are listed in required ongoing training topics, with no specifications.

***North Carolina:** The required amount of ongoing training hours varies depending on qualifications: staff with a Bachelor's or advanced degree must complete five clock hours; staff with an Associate's degree or a NC Early Childhood Administration Credential must participate in eight clock hours; staff with a predegree certificate or diploma or the NC Early Childhood Credential or equivalent must complete 10 clock hours; and staff with 10 years of experience must complete 15 clock hours.

***Ohio:** Staff with a higher education degree, CDA credential, or other early childhood credential are not required to participate in ongoing training.

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***Oklahoma:** The Oklahoma Director's Credential has three levels (Bronze, Silver, and Gold) and is based upon criteria supported by the Center for Early Childhood Professional Development. Credential qualifications include a combination of general education, ECE knowledge/skills, administration and management knowledge/skills, experience, and professional contributions. The credential is valid for three years and specifies training renewal requirements that include administrative training.

***South Carolina:** Fifteen clock hours of ongoing training are required in the first year of employment; 20 clock hours are required each year thereafter.

***South Dakota:** In addition to the director, centers must employ a staff member to plan and implement the program and supervise staff. This individual must have at least a CDA credential.

***Tennessee:** During the first year of employment, a director must take at least 36 clock hours of training or one college course in administration, child development, early childhood education, health/safety, or other related field, with at least six of the hours in administration, management, or supervisory training.

***Texas:** A director with more than five years of experience as a qualified center director must complete at least three clock hours of the annual training in management techniques, leadership, or staff supervision.

***Vermont:** Requirements reported in the table are for directors of centers with 13–59 children. Regulations also specify requirements for small centers (12 or fewer children) and large centers (60 or more children).

***Washington:** For the first two years of employment as a director, five of the 10 ongoing hours must be in program management and administration. Each year thereafter, three of the required 10 clock hours must be in program management and administration.

***West Virginia:** Requirements reported in table are for directors of Type II Centers (31–60 children). Separate requirements exist for directors of Type I Centers (under 30 children) and Type III Centers (more than 61 children).

***Wisconsin:** Requirements reported in table are for directors of centers for 50 or fewer children. Regulations also specify requirements for directors of larger centers (51 or more children). Approved non-credit courses involve at least 36 clock hours of training. For directors who have no previous training in supervision or personnel management, 10 clock hours of the ongoing requirement in the first year must be completed in this area.